

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 05-65

May 17, 2005

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Bilingual Guide

To enhance our service to Hispanic communities, the Agency has created a comprehensive English - Spanish bilingual guide entitled *Dos Idiomas – Una Ley*.¹ Copies will be sent to each office under separate cover. In addition, the bilingual guide will be placed on the Agency's intranet and significant portions will be on the Agency's website (www.nlr.gov).

The guide includes translations for over 1400 job classifications, terms and phrases used in various stages of representation and unfair labor practice casehandling. It also contains updated Agency documents and sample forms in Spanish and English. We believe that this guide will serve as a valuable resource to Board agents who handle cases involving Spanish-speaking employees and witnesses. It will also prove useful to the labor bar, employers, labor organizations and the community organizations that serve the Hispanic community. Accordingly, we encourage the Regional Office staff to discuss the bilingual guide with the public whenever the opportunity arises, including during their regular outreach activities. You may also wish to directly notify appropriate organizations about the guide.

While many members of the Agency's staff contributed to this important work, special recognition is due members of the staffs in Region 21 (Los Angeles) and Region 24 (Puerto Rico) for their efforts. Office Manager Kay Davis-Harper and Language Assistant Sendy Galvez of Region 21 and Language Specialist Cliff Ramos of Region 24 were especially helpful in this project.

If you have any questions regarding this memorandum, please contact your AGC or Deputy or the undersigned.

/s/
R.A.S.

cc: NLRBU
Release to the Public

¹ The translation for the title is "Two Languages – One Law."